

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES

This schedule supersedes Schedule 2304 and items ⁸ 4 through ¹³ 13 of Schedule 2335.

Item No.	Series Title and Description of Records	Authorized Retention Period
1	Closed Contract Series including: <ul style="list-style-type: none">• standard service agreements,• employment service contracts,• interagency agreements,• modifications,• option exercises,• tracking forms,• support documentation, correspondence, and• other contract management papers.	1. Retain in office at least one (1) year following the period of completion, expiration, or termination, until all audit requirements are met, and until the records are no longer needed in office, then transfer to the State Records Center. Retain at least six (6) years from date of closing then destroy.
2	Training Records including various training materials, handouts, or other documentation prepared for training needs. May also include records of names of employees or others who attended each class, dates, and performance evaluations.	2. Retain training materials until no longer needed, then destroy. Retain training attendance data for six (6) years then destroy.
3	Project Management Files This series includes project management data, both electronic and paper records, involving various projects, or studies undertaken by this office. May include photos, recordings, or other collections of media used to store information. May also include progress data and intermediate status reports as well as a final report and evaluation.	3. Upon completion of project, screen records for duplicate or outdated information which may be destroyed. Working papers, notes, etc. may be destroyed when no longer needed. Retain project documentation for three (3) years following completion of the final report. Retain final reports permanently, periodically transferring to the State Archives.

APPROVED BY: (DHMH Official) DATE: JUL 17 2008

SIGNATURE: 

NAME/TITLE: Gary Goldberg, DIRECTOR, OPASS

AUTHORIZED BY: (Archives) DATE: 8/25/06

SIGNATURE: 

NAME/TITLE: Edward C Papenfuse, Jr, STATE ARCHIVIST

RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES**

Item	Series Title and Description of Records	Authorized Retention Period
	Central Services Division	
4	Warehouse Management A. Receiving documents B. Self-service store receipts, charge backs C. FMIS pick ticket receipts for ordered items D. Warehouse inventory records, value reports	4. File in monthly or annual folders. Retain for six (6) years, then destroy.
5	Inventory Management A. Inventory Transaction Reports-adds, deletes, transfers B. Excess Property Disposal Orders C. Reports of Stolen or Missing Property D. Annual Report of Fixed Assets E. Inventory Audit reports	5 A -B. Retain in office for two (2) years; transfer to records center for four (4) years, then destroy. 5 C-E. Retain for ten (10) years then destroy.
6	Building Services A. Space Management File Series- • Requests for Leased Space • Lease Files and support documentation. B. Parking Permit Files include applications, car pool requests, medical parking permit requests with doctors' certifications, waiting lists, database of extracted information, etc. C. Miscellaneous Services (Copy center, shredding, UPS, records transfers, etc.) Equipment service records, meter readings, charge backs, package receipt logs, shipping papers, temporary help / SUI paperwork, transmittals etc. D. Emergency Evacuation Plans-Emergency Contacts, Business Continuity Plan, Police Incident Reports, etc. E. Miscellaneous Project Files- Unit relocations, modular furniture installations, carpet installation, security upgrades, CAD Files, F. Employee Separation Clearance Forms- copy of sign off sheet for employee separation.	6 A. Retain unapproved requests for three years, and then destroy. Approved requests become part of the Lease Files, which are retained in office for two (2) years after becoming inactive, then transferred to the records center for four (4) more years before destruction. 6 B. Retain in active file as long as applicants are employed with DHMH, then move to inactive file and retain for one (1) year, then destroy. 6 C. Destroy working papers when no longer needed. Retain documentation four (4) years and until audit requirements are met, then destroy. 6 D. Retain active files until superseded or complete then move to inactive. Retain inactive three (3) years, and then destroy. 6 E. Retain in office for three (3) years; transfer to records center for four (4) more years, and then destroy. 6 F. Retain a copy of all sign off sheets in office for (3) three years and then destroy.

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**DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES**

Item	Series Title and Description of Records	Authorized Retention Period
	<p align="center">Central Services Division (Continued)</p> <p>7 Telecommunications Series A. Telephone service plans, requisitions, 800-# accounts, monthly call logs and bills, conference calls logs, PBX billing, TSR's, unit coordinator list, etc. B. Cellular phone service plans, logs of DHMH cell phone numbers, Unit Coordinator list, justification forms, acceptance forms, requisitions, call logs/bills, vouchers, etc. C. Pagers and wireless PDAs, service plans, bills, requisitions, etc. D. Calling cards- request forms, account files, reconciliations, etc. E. Directory listing forms, etc</p> <p>8 Fleet Management Series A. Vehicle Titles and Registration Forms, registration renewals and other MVA forms, Vehicle Inventory Report, vehicles pending auction, vehicle requisitions, purchase orders, RSTARS transfers for vehicles, disposal records, etc. B. Vehicle service records, emission test forms, gas and PHH card records, CFS reports, wash invoices, Underutilized Vehicle List, 10000 mile reports, Vehicle Assignment Committee records, charge backs, etc. C. Accident Committee Reports, Accident Insurance records, ACORD Forms, Accident report forms. D. Driver cards and reports, Acknowledgement Forms, Driver Application forms, IRS Fringe Benefit Reports, Drivers Training records,</p> <p>9 Forms Management Series A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number. B. Annual Forms Management Reports</p>	<p>7. Screen periodically, discarding unnecessary papers and setting up new files annually or monthly, as needed. Inactive files are retained in office or records center for five (5) years, until all audit requirements are met, and are then destroyed.</p> <p>8A. Retain vehicle records throughout DHMH ownership of vehicle plus three (3) years then destroy.</p> <p>8B. Retain for five (5) years, then destroy.</p> <p>8C. Retain for ten (10) years after case is closed, then destroy.</p> <p>8D. Update active forms as needed. Retain closed files for three (3) years, and then destroy.</p> <p>9 A. Update Master Form File when forms are updated and as indicated by the annual forms report. Remove files when obsolete, superseded, or no longer needed, and then destroy.</p> <p>9 B. Retain in office for three (3) years; transfer to records center for two (2) more years, then destroy.</p>

Department of General Services
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
Tel. 410-799-1930 Fax 410-799-8532
Susan.Schreiber@dgs.state.md.us

State Records Management Center

Memo

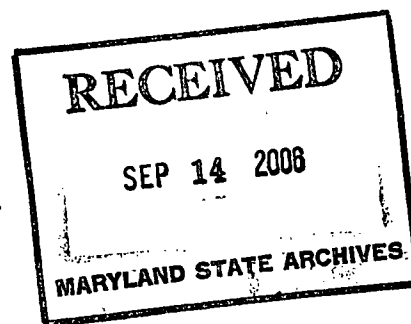
To: Kim Moreno
From: Susan Schreiber *SS*
CC:
Date: 9/12/06
Re: Schedule Corrections to 2408

Hi Kim,

Schedule 2408 had the Authorized Retention Period numbering corrected by Tom Kravitz and he ask us to forward the corrections (see attached) to you for your copy and also note the change on Page 1, at the top should be changed to Supersedes Schedule 2304 and items 8 through 13 of Schedule 2335.

If you have any questions, please don't hesitate to call me.

Susan Schreiber
Records Specialist



9/7/06

Richard Kerring:

I noticed that the remembered items on page three also needed to be remembered in the retention column (#7, 8, 9)

Attached is a corrected copy. Could you please provide the changes to Kim at Archives, too. Thanks.

Tom Kervitz

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DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES

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8	Fleet Management Series A. Vehicle Titles and Registration Forms, registration renewals and other MVA forms, Vehicle Inventory Report, vehicles pending auction, vehicle requisitions, purchase orders, RSTARS transfers for vehicles, disposal records, etc. B. Vehicle service records, emission test forms, gas and PHH card records, CFS reports, wash invoices, Underutilized Vehicle List, 10000 mile reports, Vehicle Assignment Committee records, charge backs, etc. C. Accident Committee Reports, Accident Insurance records, ACORD Forms, Accident report forms. D. Driver cards and reports, Acknowledgement Forms, Driver Application forms, IRS Fringe Benefit Reports, Drivers Training records,	11A. Retain vehicle records throughout DHMH ownership of vehicle plus three (3) years then destroy. 11B. Retain for five (5) years, then destroy. 11C. Retain for ten (10) years after case is closed, then destroy. 11D. Update active forms as needed. Retain closed files for three (3) years, and then destroy.
9	Forms Management Series A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number. B. Annual Forms Management Reports	12A. Update Master Form File when forms are updated and as indicated by the annual forms report. Remove files when obsolete, superseded, or no longer needed, and then destroy. 12B. Retain in office for three (3) years; transfer to records center for two (2) more years, then destroy.

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**DEPARTMENT OF HEALTH & MENTAL HYGIENE
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DEPARTMENT OF HEALTH & MENTAL HYGIENE
OFFICE OF PROCUREMENT AND SUPPORT SERVICES

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APPROVED BY: (DHMH Official) DATE:

JUL 17 2006

SIGNATURE:

NAME/TITLE: Gary Goldberg, DIRECTOR, OPASS

AUTHORIZED BY: (Archives) DATE:

8/25/06

SIGNATURE:

NAME/TITLE: Edward C Papenfuse, Jr, STATE ARCHIVIST

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OFFICE OF PROCUREMENT AND SUPPORT SERVICES**

Item	Series Title and Description of Records	Authorized Retention Period
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5	<p>Inventory Management</p> <p>A. Inventory Transaction Reports-adds, deletes, transfers B. Excess Property Disposal Orders</p> <p>C. Reports of Stolen or Missing Property D. Annual Report of Fixed Assets E. Inventory Audit reports</p>	<p>5 A -B. Retain in office for two (2) years; transfer to records center for four (4) years, then destroy.</p> <p>5 C-E. Retain for ten (10) years then destroy.</p>
6	<p>Building Services</p> <p>A. Space Management File Series- <ul style="list-style-type: none"> Requests for Leased Space Lease Files and support documentation. </p> <p>B. Parking Permit Files include applications, car pool requests, medical parking permit requests with doctors' certifications, waiting lists, database of extracted information, etc.</p> <p>C. Miscellaneous Services (Copy center, shredding, UPS, records transfers, etc.) Equipment service records, meter readings, charge backs, package receipt logs, shipping papers, temporary help / SUI paperwork, transmittals etc.</p> <p>D. Emergency Evacuation Plans-Emergency Contacts, Business Continuity Plan, Police Incident Reports, etc.</p> <p>E. Miscellaneous Project Files- Unit relocations, modular furniture installations, carpet installation, security upgrades, CAD Files,</p> <p>F. Employee Separation Clearance Forms- copy of sign off sheet for employee separation.</p>	<p>6 A. Retain unapproved requests for three years, and then destroy. Approved requests become part of the Lease Files, which are retained in office for two (2) years after becoming inactive, then transferred to the records center for four (4) more years before destruction.</p> <p>6 B. Retain in active file as long as applicants are employed with DHMH, then move to inactive file and retain for one (1) year, then destroy.</p> <p>6 C. Destroy working papers when no longer needed. Retain documentation four (4) years and until audit requirements are met, then destroy.</p> <p>6 D. Retain active files until superseded or complete then move to inactive. Retain inactive three (3) years, and then destroy.</p> <p>6 E. Retain in office for three (3) years; transfer to records center for four (4) more years, and then destroy.</p> <p>6 F. Retain a copy of all sign off sheets in office for (3) three years and then destroy.</p>

DEPARTMENT OF GENERAL SERVICES-STATE RECORDS CENTER

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE # 2408

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DEPARTMENT OF HEALTH & MENTAL HYGIENE

OFFICE OF PROCUREMENT AND SUPPORT SERVICES

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9	Forms Management Series A. Master Forms File includes printed copies of all approved forms. Forms may additionally be retained in electronic format. File sequence is by form number. B. Annual Forms Management Reports	12 A. Update Master Form File when forms are updated and as indicated by the annual forms report. Remove files when obsolete, superseded, or no longer needed, and then destroy. 12 B. Retain in office for three (3) years; transfer to records center for two (2) more years, then destroy.

DHMH Instructions - Make a list of all files. Determine whether each is non-record, record material or both. Group into Record Series. Prepare a separate inventory form for each Record Series identified. All Record Series are to be listed on a Schedule Form. Forward all Records Inventory forms with the proposed Schedule form (DGS 550-1) to the DHMH Records Officer thru your Records Coordinator.

DEPARTMENT OF GENERAL SERVICES
STATE RECORDS CENTER
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794
(410) 799-1379

DHMH RECORDS INVENTORY

PAGE 1 OF 2

1. Department/Agency

DEPT OF HEALTH & MENTAL HYGIENE

2. Office/Administration/Board

OFFICE OF PROCUREMENT AND
SUPPORT SERVICES

3. Division/Unit or Section

DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title **TRAINING RECORDS**

5. Earliest Year/Latest Year

2005 to 2006

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

VARIOUS training materials, handouts, & documentation prepared for training.
includes attendance records for each class, test scores, etc

7. Record Series Format(s) List all

Paper: ☒ Letter Size ☐ Film / tape: ☐ Electronic:
☐ Legal Size ☐ Microfilm/ ☐ Computer Tape
☐ Microfiche
☐ Rolls ☐ Audio Tape ☒ Floppy Disk
☐ Bound Book ☐ Video Tape ☐ CD, DVD, etc
☐ Card ☐ Other (specify) _____

8. Record Series Sequence

☒ Alphabetical
☐ Numerical
☐ Chronological
☐ Geographical
☐ Other (specify) _____

9. Volume

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
Number 1/10th

10. Annual Accumulation

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify) _____
Number 1/10th

11. File is Used ☐ Daily ☒ Weekly ☐ Monthly ☐ Annually

12. File Becomes Inactive After _____ ☐ Month(s)
Number ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)

201 W Preston - 4th Floor

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

☐ Yes ☒ No Agency/ Format _____

15. Privacy / Access Restrictions ☐ Yes ☒ No

☐ Personal ☐ Medical ☐ Proprietary ☐ Classified ☐ Other _____
(If Yes, cite Law(s) & Regulation(s))

16. Audit Requirements ☒ None ☐ Internal ☐ OIG
☐ Legislative ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

☐ Yes ☒ No _____

18. Recommended Retention: In Office And In Storage (Each Format)

Retain training materials until no longer needed, then destroy. Retain attendance records for 54 (6) years, then destroy.

19. Name and Title of Preparer

E-mail address:

Tom Kravitz
Records Officer

20. Location:

Telephone Number:

Room #

DHMH ER

410 767-5934

512

21. Date

7-14-06